

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Executive Summary Report

February 2014

Chief Executive Officer  
Jeff Morales  
and  
Chief Deputy Director  
Dennis Trujillo

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
<b>All Divisions</b>	175.0	\$12,035,916	175.0	72.0	41.1%	\$4,289,262
<b>Executive Office</b>	14.0	\$1,406,855	14.0	7.0	50.0%	\$510,034
<b>Administration Office</b>	26.0	\$1,488,943	26.0	7.0	26.9%	\$459,334
<b>External Affairs Office</b>	14.0	\$979,750	14.0	6.0	42.9%	\$419,370
<b>Financial Office</b>	42.0	\$2,125,160	42.0	6.0	14.3%	\$652,387
<b>Legal Office</b>	6.0	\$568,300	6.0	1.0	16.7%	\$220,963
<b>Program Management Office</b>	73.0	\$5,436,908	73.0	45.0	61.6%	\$2,027,174
<b>Total</b>	175.0	\$12,035,916	175.0	72.0	41.1%	\$4,289,262
<b>Vacancy Rate Including All Vacant Positions</b>	<b>175.0</b>		<b>175.0</b>	<b>72.0</b>	<b>41.1%</b>	<b>Balance</b>
						<b>\$7,746,654</b>

The California High-Speed Rail Authority (Authority) received an increase of 106.5 newly authorized positions for the Fiscal Year 2013/14, increasing the total number of authorized from 68.5 to 175. The effective dates were staggered, ranging from August 2013 through January 2014. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year. A significant challenge to filling vacancies was due to classifications requiring development of examinations, because there was no prior existing examination list available for the Authority's use. The examination development process typically takes approximately four months and requires a time commitment from subject matter experts at the Authority and other departments who have staff that are available to assist. The Authority is in the process of transitioning the Human Resource personal services contract from DGS to Caltrans. This will streamline the duty statement approval process; given that many of the classifications that the Authority utilizes exist at Caltrans. This will apply to any positions that are authorized in future fiscal years.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Executive Division

February 2014

Chief Deputy Director  
Dennis Trujillo

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Executive Office</b>	14.0	\$1,406,855	14.0	7.0	50.0%	\$510,034
Executive Director/CEO	1.0	\$375,948	1.0	0.0	0.0%	\$187,976
	1.0	\$375,948	1.0	0.0	0.0%	\$187,976
<b>Executive Staff</b>						
Chief Deputy Director	1.0	\$142,896	1.0	0.0	0.0%	\$72,162
Risk Manager	1.0	\$162,996	1.0	0.0	0.0%	\$82,312
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Administrative Assistant II	2.0	\$128,352	2.0	0.0	0.0%	\$101,126
Special Assistant	1.0	\$49,992	1.0	0.0	0.0%	\$25,246
	6.0	\$568,989	6.0	1.0	16.7%	\$280,846
<b>Audit Services</b>						
Sr. Management Auditor	2.0	\$156,912	2.0	1.0	50.0%	\$41,212
Staff Management Auditor	1.0	\$51,813	1.0	1.0	100.0%	\$0
Assoc. Management Auditor	4.0	\$189,288	4.0	4.0	100.0%	\$0
	7.0	\$398,013	7.0	6.0	85.7%	\$41,212
<b>Total</b>	14.0	\$1,406,855	14.0	7.0	50.0%	\$510,034
<b>Vacancy Rate Including All Vacant Positions</b>	<b>14.0</b>		<b>14.0</b>	<b>7.0</b>	<b>50.0%</b>	<b>Balance</b>
						<b>\$896,821</b>

The High-Speed Rail Authority (Authority) Executive Division received 6 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 8 to 14. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Administrative Division

February 2014

Chief Administrative Officer  
Wendy Boykins

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Administration Office</b>	26.0	\$1,488,943	26.0	7.0	26.9%	\$459,334
Chief Administrative Officer	1.0	\$94,044	1.0	0.0	0.0%	\$48,432
	1.0	\$94,044	1.0	0.0	0.0%	\$48,432
<b>Human Resources</b>						
Staff Services Manager I	1.0	\$70,560	1.0	0.0	0.0%	\$35,280
Associate Governmental Program Analyst	1.0	\$52,800	1.0	1.0	100.0%	\$8,800
Staff Services Analyst	2.0	\$82,305	2.0	0.0	0.0%	\$17,768
Assoc. Personnel Assistant	1.0	\$43,866	1.0	0.0	0.0%	\$13,200
Office Technician (Typing)	1.0	\$39,168	1.0	0.0	0.0%	\$11,900
	6.0	\$288,699	6.0	1.0	16.7%	\$86,948
<b>Business Services</b>						
Staff Services Manager I	1.0	\$50,427	1.0	0.0	0.0%	\$35,846
Associate Governmental Program Analyst	2.0	\$87,732	2.0	1.0	50.0%	\$0
Office Technician	2.0	\$79,512	2.0	0.0	0.0%	\$33,228
	5.0	\$217,671	5.0	1.0	20.0%	\$69,074
<b>Information Technology</b>						
Data Processing Manager IV	1.0	\$99,012	1.0	1.0	100.0%	\$56,905
Data Processing Manager II	1.0	\$83,868	1.0	0.0	0.0%	\$41,934
System Software Specialist II (Supv)	1.0	\$59,814	1.0	0.0	0.0%	\$9,554
System Software Specialist II	1.0	\$56,961	1.0	0.0	0.0%	\$0
Sr. Information System Analyst (Spec)	3.0	\$141,669	3.0	2.0	66.7%	\$20,976
Staff Programmer Analyst (Spec)	1.0	\$51,894	1.0	1.0	100.0%	\$0
Sr. Programmer Analyst (Spec)	1.0	\$50,139	1.0	0.0	0.0%	\$35,376
Staff Information Systems Analyst	2.0	\$131,196	2.0	1.0	50.0%	\$29,218
Associate Information Systems Analyst	3.0	\$150,072	3.0	0.0	0.0%	\$60,917
	14.0	\$824,625	14.0	5.0	35.7%	\$254,880
<b>Total</b>	26.0	\$1,488,943	26.0	7.0	26.9%	\$459,334
<b>Vacancy Rate Including All Vacant Positions</b>	<b>26.0</b>		<b>26.0</b>	<b>7.0</b>	<b>26.9%</b>	<b>Balance</b>
						<b>\$1,029,609</b>

The High-Speed Rail Authority (Authority) Administration Division received 15 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 11 to 26. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report External Affairs Division

February 2014

Chief of External Affairs  
Melissa White

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
<b>External Affairs Division</b>	14.0	\$979,750	14.0	6.0	42.9%	\$419,370
Chief of External Affairs	1.0	\$114,996	1.0	1.0	100.0%	\$48,202
	1.0	\$114,996	1.0	1.0	100.0%	\$48,202
<b>Communications</b>						
Deputy Director of Communications	1.0	\$115,008	1.0	0.0	0.0%	\$32,502
Asst. Deputy Director of Communications	1.0	\$91,152	1.0	0.0	0.0%	\$47,052
Information Officer I	5.0	\$257,508	5.0	2.0	40.0%	\$92,593
Associate Governmental Program Analyst	1.0	\$43,866	1.0	1.0	100.0%	\$0
Graphics Designer II	1.0	\$44,460	1.0	0.0	0.0%	\$22,415
	9.0	\$551,994	9.0	3.0	33.3%	\$194,562
<b>Legislation</b>						
Deputy Director of Legislation	1.0	\$96,576	1.0	1.0	100.0%	\$64,850
Legislative Analyst	1.0	\$52,800	1.0	0.0	0.0%	\$26,400
Legislative Aide	1.0	\$44,112	1.0	0.0	0.0%	\$23,628
	3.0	\$193,488	3.0	1.0	33.3%	\$114,878
<b>Small Business</b>						
Staff Services Manager II*	1.0	\$55,368	1.0	1.0	100.0%	\$0
	1.0	\$55,368	1.0	1.0	100.0%	\$0
<b>Caltrans On-loan Positions</b>	0.0	\$0	0.0	0.0	0.0%	\$61,728
	0.0	\$0	0.0	0.0	0.0%	\$61,728
<b>Total</b>	14.0	\$979,750	14.0	6.0	42.9%	\$419,370
<b>Vacancy Rate Including All Vacant Positions</b>	<b>14.0</b>		<b>14.0</b>	<b>6.0</b>	<b>42.9%</b>	<b>Balance</b>
						<b>\$560,380</b>
*Caltrans Loaned Position						

The High-Speed Rail Authority (Authority) External Affairs Division received 4 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 10 to 14. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Financial Office

February 2014

Chief Financial Officer  
Russell Fong

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Financial Office</b>	42.0	\$2,125,160	42.0	6.0	14.3%	\$652,387
Chief Financial Officer	1.0	\$124,200	1.0	0.0	0.0%	\$62,100
Fiscal Services Administrator	1.0	\$60,300	1.0	1.0	100.0%	\$0
	2.0	\$184,500	2.0	1.0	50.0%	\$62,100
<b>Accounting</b>						
Accounting Administrator II	1.0	\$77,196	1.0	0.0	0.0%	\$38,598
Accounting Administrator I (Sup)	2.0	\$100,854	2.0	0.0	0.0%	\$55,610
Accounting Administrator I (Spec)	1.0	\$48,186	1.0	1.0	100.0%	\$0
Associate Accounting Analyst	2.0	\$111,690	2.0	2.0	100.0%	\$15,282
Sr. Accounting Officer (Specialist)	6.0	\$289,740	6.0	0.0	0.0%	\$52,853
Accountant Trainee	8.0	\$251,712	8.0	0.0	0.0%	\$91,788
Accounting Technician	1.0	\$38,484	1.0	1.0	100.0%	\$19,244
	21.0	\$917,862	21.0	4.0	19.0%	\$273,375
<b>Budgets</b>						
Staff Services Manager II	1.0	\$77,196	1.0	0.0	0.0%	\$38,598
Associate Budget Analyst	2.0	\$87,732	2.0	1.0	50.0%	\$30,814
Associate Governmental Program Analyst	2.0	\$111,012	2.0	0.0	0.0%	\$55,506
	5.0	\$275,940	5.0	1.0	20.0%	\$124,918
<b>Contracts and Procurement</b>						
Staff Services Manager I	1.0	\$73,524	1.0	0.0	0.0%	\$38,050
Associate Governmental Program Analyst	10.5	\$512,067	10.5	0.0	0.0%	\$121,063
Staff Services Analyst	1.5	\$70,596	1.5	0.0	0.0%	\$32,881
Office Technician	1.0	\$26,766	1.0	0.0	0.0%	\$0
	14.0	\$682,953	14.0	0.0	0.0%	\$191,994
<b>Total</b>	42.0	\$2,125,160	42.0	6.0	14.3%	\$652,387
<b>Vacancy Rate Including All Vacant Positions</b>	<b>42.0</b>		<b>42.0</b>	<b>6.0</b>	<b>14.3%</b>	<b>Balance</b>
						<b>\$1,472,773</b>

The High-Speed Rail Authority (Authority) Financial Office received 27.5 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 14.5 to 42. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

## California High-Speed Rail Authority 2013-14 Position Summary and Vacancy Report Legal Division

February 2014

Chief Counsel  
Thomas Fellenz

	Alloted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Legal Division</b>	6.0	\$568,300	6.0	1.0	16.7%	\$220,963
Chief Counsel	1.0	\$160,896	1.0	0.0	0.0%	\$80,448
Assistant Chief Counsel	1.0	\$124,212	1.0	1.0	100.0%	\$62,728
Attorney III	1.0	\$77,220	1.0	0.0	0.0%	\$19,205
Attorney I	2.0	\$98,202	2.0	0.0	0.0%	\$40,762
Associate Governmental Program Analyst	1.0	\$43,866	1.0	0.0	0.0%	\$17,820
	6.0	\$504,396	6.0	1.0	16.7%	\$220,963
 Total	 6.0	 \$568,300	 6.0	 1.0	 16.7%	 \$220,963
 <b>Vacancy Rate Including All Vacant Positions</b>	 <b>6.0</b>		 <b>6.0</b>	 <b>1.0</b>	 <b>16.7%</b>	 <b>Balance</b>
						<b>\$347,337</b>

The High-Speed Rail Authority (Authority) Legal Division received 2 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 4 to 6. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.

**California High-Speed Rail Authority  
2013-14 Position Summary and Vacancy Report  
Program Management Division**

February 2014

Chief Program Manager  
Frank Vacca

	Allotted		Revised			
	Total Positions Authorized	Budget Act	Total Positions Authorized	Total Vacant Positions	Vacancy Rate	YTD Expenditures
<b>Program Management Division</b>	73.0	\$5,436,908	73.0	45.0	61.6%	\$2,027,174
Chief Program Manager	1.0	\$324,996	1.0	0.0	0.0%	163,310
Assistant Program Manager	1.0	140,652	1.0	0.0	0.0%	70,326
	2.0	\$465,648	2.0	0.0	0.0%	\$233,636
<b>Project Delivery</b>						
<b>Contract Management</b>						
Principal Transportation Engineer	1.0	\$93,132	1.0	1.0	100.0%	\$0
Supervising Transportation Engineer*	1.0	\$84,753	1.0	1.0	100.0%	\$0
Senior Transportation Engineer	1.0	\$118,440	1.0	0.0	0.0%	\$59,812
Transportation Engineer (Civil)	2.0	\$157,653	2.0	1.0	50.0%	\$50,776
Staff Services Manager II	1.0	\$55,368	1.0	1.0	100.0%	\$0
Staff Services Manager I (Spec)	2.0	\$100,854	2.0	2.0	100.0%	\$0
Associate Governmental Program Analyst*	1.0	\$43,866	1.0	1.0	100.0%	\$0
Office Technician	1.0	\$26,766	1.0	0.0	0.0%	\$13,723
	10.0	\$680,832	10.0	7.0	70.0%	\$124,311
<b>Project Delivery</b>						
<b>Construction Management</b>						
Principal Transportation Engineer*	1.0	\$93,132	1.0	1.0	100.0%	\$0
Supervising Transportation Engineer (CP 1)	1.0	\$84,753	1.0	1.0	100.0%	\$0
Supervising Transportation Engineer (CP 2)	1.0	\$84,753	1.0	1.0	100.0%	\$0
Sr. Transportation Engineer*	1.0	\$80,964	1.0	1.0	100.0%	\$0
Sr. Bridge Engineer	1.0	\$80,964	1.0	1.0	100.0%	\$0
Transportation Engineer (Range D)*	3.0	\$209,601	3.0	2.0	66.7%	\$25,105
	8.0	\$634,167	8.0	7.0	87.5%	\$25,105
<b>Right of Way</b>						
Principal Right of Way Agent	1.0	\$70,515	1.0	0.0	0.0%	\$32,084
Supervising Right of Way	1.0	\$85,524	1.0	1.0	100.0%	\$0
Senior Right of Way Agent	7.0	\$497,232	7.0	2.0	28.6%	\$193,248
Associate Right of Way Agent*	1.0	\$46,062	1.0	1.0	100.0%	\$0
Office Technician	1.0	\$26,775	1.0	0.0	0.0%	\$0
	11.0	\$726,108	11.0	4.0	36.4%	\$225,332
<b>Transportation Planning</b>						
Supervising Transportation Engineer*	1.0	\$89,136	1.0	1.0	100.0%	\$0
Sr. Transportation Engineer	1.0	\$80,964	1.0	1.0	100.0%	\$0
Supervising Transportation Planner	3.0	\$191,079	3.0	3.0	100.0%	\$0
Sr. Transportation Planner	5.0	\$329,976	5.0	3.0	60.0%	\$81,936
	10.0	\$691,155	10.0	8.0	80.0%	\$81,936
<b>Environmental Planning</b>						
Deputy Director of Environmental Planning	1.0	\$124,200	1.0	0.0	0.0%	\$62,411
Supervising Environmental Planner	1.0	\$64,143	1.0	1.0	100.0%	\$0
Senior Environmental Planner	8.0	\$529,968	8.0	4.0	50.0%	\$154,931
Environmental Scientist	1.0	\$56,780	1.0	0.0	0.0%	\$28,380
	11.0	\$775,071	11.0	5.0	45.5%	\$245,722
<b>Grants Division</b>						
Staff Services Manager I	1.0	\$50,427	1.0	1.0	100.0%	\$0
	1.0	\$50,427	1.0	1.0	100.0%	\$0
<b>Northern Region</b>						
Northern California Regional Director	1.0	\$144,996	1.0	0.0	0.0%	\$73,222
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Information Officer I	1.0	\$43,866	1.0	0.0	0.0%	\$8,800
Administrative Assistant I	1.0	\$38,151	1.0	1.0	100.0%	\$0
	4.0	\$311,766	4.0	2.0	50.0%	\$82,022
<b>Central Valley</b>						
Central Valley Regional Director	1.0	\$138,300	1.0	0.0	0.0%	\$70,990
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Program Manager	1.0	\$50,427	1.0	1.0	100.0%	\$0
Transportation Engineer (Range D)*	2.0	\$139,734	2.0	1.0	50.0%	\$17,260
Sr. Right of Way Agent	1.0	\$55,368	1.0	1.0	100.0%	\$0
Information Officer I	2.0	\$87,732	2.0	0.0	0.0%	\$17,600
Associate Governmental Program Analyst	3.0	\$131,598	3.0	3.0	100.0%	\$0
Administrative Assistant I	1.0	\$38,151	1.0	1.0	100.0%	\$0
	12.0	\$726,063	12.0	8.0	66.7%	\$105,850
<b>Southern Region</b>						
Southern California Regional Director	1.0	\$144,996	1.0	0.0	0.0%	\$73,222
Supervising Transportation Engineer	1.0	\$84,753	1.0	1.0	100.0%	\$0
Information Officer I	1.0	\$43,866	1.0	1.0	100.0%	\$0
Administrative Assistant I	1.0	\$38,151	1.0	1.0	100.0%	\$0
	4.0	\$311,766	4.0	3.0	75.0%	\$73,222
<b>Caltrans On-loan Positions</b>	0.0	\$0	0.0	0.0	0.0%	\$830,038
	0.0	\$0	0.0	0.0	0.0%	\$830,038
<b>Total</b>	73.0	\$5,436,908	73.0	45.0	61.6%	\$2,027,174
<b>Vacancy Rate Including All Vacant Positions</b>	<b>73.0</b>		<b>73.0</b>	<b>45.0</b>	<b>61.6%</b>	<b>Balance \$3,409,734</b>
*Caltrans On-Loan Position						

The High-Speed Rail Authority (Authority) Program Management Division received 52 newly authorized positions for the 2013/14 Fiscal Year, bringing the total number of authorized positions from 21 to 73. The Authority has been undergoing a diligent recruitment plan in order to fill a majority of these positions before the end of the current fiscal year.